

Delegating principal permission in ePotential

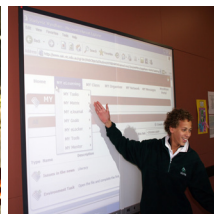
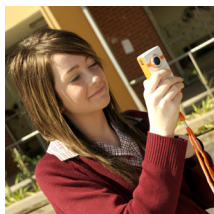
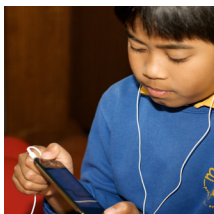
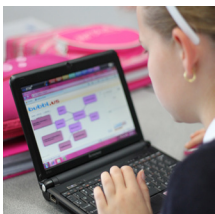
By default, only users with the status of principal in their edumail account can access the reporting functionality described in this document. However, you may like to give principal permission level access to another user at your school, such as the ICT Coordinator. Principal permission gives the user access to the school's data and allows the user to create survey recipient, data analysis and data comparison reports.

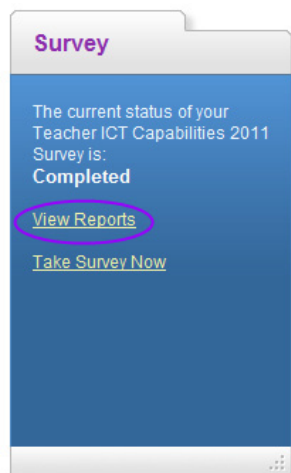
How to delegate principal permission

1. Log in to ePotential at <http://epotential.education.vic.gov.au/>.

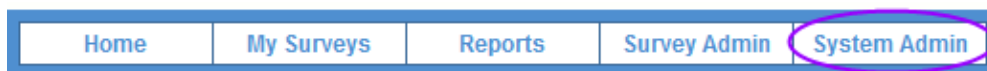


2. Click on the **View Reports** link in the **My Survey** box on the ePotential homepage.





3. Go to the **System Admin Tab**.



4. Select **User Maintenance**.



5. On the **User Selection** page find the user you want to give principal permission to by entering either the user's TO/edumail number or their first or last name.

User Selection

Search for users by specifying at least one of the following user details:

ID	contains	12345678
First name	contains	
Last name	contains	

Please note: All users can be searched for by their ID number. If a user has not logged in to ePotential before, you will not be able to search for them by first or last name.

Search

Note: If the user has not yet logged in to ePotential before, they will not come up in your search results.

6. Click on **Search**. A drop down list with all matching users will appear. If there is more than one user name, select the user you want to assign principal permission to by highlighting the required name on the list.

7. The **User Maintenance** screen for that user will be displayed.

User Selection

Search for users by specifying at least one of the following user details:

ID

contains

12345678

First name

contains

Last name

contains

Please note: All users can be searched for by their ID number. If a user has not logged in to ePotential before, you will not be able to search for them by first or last name.

Search

Select a user: Compton, William

Select

8. Make sure that the ID, First name and Last name are correct. This person's current **User Level** will be displayed.

User Maintenance

ID:	12345678
First name:	William
Last name:	Compton
User Level:	Teacher

If you want a user to have greater access you can change their user level here.

Teachers can access the **My Surveys** tab.
Teachers with management roles can access the **Reports** tab, limited access to the **System Admin** tab.
Survey Administrators can additionally access the **Survey Admin** tab.
System Administrators can additionally access the **System Admin** tab.

In the user roles area below, you can delegate permission for viewing and accessing aggregated data.

User Roles

The user currently has no roles.

Add

9. To delegate the principal permission to your school to this person click on **Add** in the **User Permission** section.
10. The **Add User Role** screen will allow you to select the role to assign.

Add User Role

[Back to User Maintenance](#)

Select the role to assign: Principal

Drill down to select a School:

Select a Region: Your Region

Select a School: Your School

Role Expires:

☐ never


☐ on Sep 30, 2010

☒ in 365 days

Add

11. Select **Principal**.
12. The **Add User Role** screen will then allow you to drill down to the school level.
13. Select your school's **Region** from the drop down list.
14. Select your **School** from the drop down list.
15. Set when the **Permission Expires** by clicking on either never, a set date or in a number of days.

User Maintenance

ID:	12345678
First name:	William
Last name:	Compton
User Level:	Teacher 

If you want a user to have greater access you can change their user level here.

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Teachers with management roles can access the **Reports** tab, limited access to the **System Admin** tab.
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In the user roles area below, you can delegate permission for viewing and accessing aggregated data.

User Roles		
Permission	Expires	Delete
Principal of Your School	Sep 30, 2011	Delete

[Add](#)

Note: When the permission expires the user's access level will revert back to their status set in edumail. It is recommended that you only give user permission for one year due to staff changes.

16. Click on **Add** to save your changes.
17. The user will now have principal permission for their school. This permission will be displayed on the **User Maintenance** page.
18. To delete an existing permission, click **Delete** for that principal permission in the **Permission** box.